



Memorandum

**TO: RULES & OPEN GOVERNMENT
COMMITTEE**

**FROM: Mayor Chuck Reed
Chair Madison Nguyen**

**SUBJECT: PUBLIC SAFETY, FINANCE AND
STRATEGIC SUPPORT COMMITTEE
PROPOSED WORKPLAN**

DATE: May 1, 2008

Approved

Madison Nguyen

Date

Chuck Reed

5/29/08

RECOMMENDATION

Approval of the Public Safety, Finance and Strategic Support workplan for the period August through December 2008 and setting its meeting schedule on the third Thursday of each month at 1:30 p.m. in Committee Room W118-119, or as noticed below.

WORKPLAN CONTENTS

**PUBLIC SAFETY, FINANCE AND STRATEGIC SUPPORT
COMMITTEE WORKPLAN
August - December 2008**

COMMITTEE MEMBERS:

Madison Nguyen, Chair
Pete Constant, Vice Chair
Forrest Williams, Member
Pierluigi Oliverio, Member

STAFF:

City Manager's Office
Danielle Kenealey, City Attorney's Office
Armando Gomez, Mayor's Office
David Baum, Redevelopment Agency

MISSION STATEMENT: To effectively develop, manage and safeguard to City's fiscal, physical, technological and human resources to enable and enhance the delivery of city services and projects and to provide prevention and emergency response services for crime, fire, medical, hazardous and disaster related situations.

RULES AND OPEN GOVERNMENT COMMITTEE

Re: August-December 2008 Public Safety, Finance and Strategic Support Committee Workplan

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August 21

- a. Report on Key Legislative Items (Intergovernmental Relations)
- b. 4th Quarter Debt Report (Finance)
- c. 4th Quarter Investment Report (Finance)
- d. Public Safety Quarterly Reports (Police/Fire)
- e. City Clerk Technology Update (City Clerk)
- f. Redevelopment Agency Monthly Financial Reports (Redevelopment Agency)
- g. Mayor's Gang Prevention Task Force Strategic Work Plan 2008-2011 (Police/PRNS)

September 18

- a. Department Business Technologies (Information Technology)
- b. 4th Quarter Revenue Collection Strategic Plan (Finance)
- c. 4th Quarter Reports on Performance Measurements (City Manager)
- d. Report on Heart Safe City (Fire)
- e. Redevelopment Agency Monthly Financial Reports (Redevelopment Agency)

October 16

- a. Review of Relevant 2009 Legislative Guiding Principles (Intergovernmental Relations)
- b. Infrastructure - Executive Overview of Priority Projects (Information Technology)
- c. July/August Bi-Monthly Financial Report (Budget)
- d. Comprehensive Annual Financial Report (CAFR) (Finance)
- e. Comprehensive Annual Debt Report (Finance)
- f. Redevelopment Agency Monthly Financial Reports (Redevelopment Agency)

November 20

- a. Citywide Information Security (Information Technology)
- b. Semi-Annual Recommendation Follow-up Report on all Outstanding Audit Recommendations (Auditor)
- c. 1st Quarter Debt Report (Finance)
- d. 1st Quarter Investment Report (Finance)
- e. Public Safety Quarterly Reports (Police/Fire)
- f. Redevelopment Agency Monthly Financial Reports (Redevelopment Agency)

December 18

- a. Enterprise Applications-Executive Overview of Priority Projects (Information Technology)
- b. September/October Bi-Monthly Financial Report (Budget)
- c. 1st Quarter Revenue Collection Strategic Plan (Finance)
- d. External Auditor's Report on Single Audit and Management Letter on Internal Controls (Finance)
- e. Independent Auditor's Report on Internal Controls and Recommendations Related to the City's Financial Management (Finance)
- f. Redevelopment Agency Monthly Financial Reports (Redevelopment Agency)

NOTE: The PSFSS Workplan will allow any audits on the City Auditor's Workplan that are completed during this six-month cycle to be added to the Committee's agenda and items that are specified for review by this committee in the Mayor's June Budget message.